

**MICHIGAN DEPARTMENT OF CIVIL SERVICE
JOB SPECIFICATION**

FRUITS AND VEGETABLE INSPECTOR SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise subordinate fruits and vegetable inspectors involved in the inspection and grading of fresh fruits, vegetables, and other commodities grown in, or imported to Michigan. The work is performed under general supervision and requires thorough knowledge of federal grading standards and related regulations; a knowledge of supervisory techniques, and personnel policies and procedures.

There are two classifications in this job.

Position Code Title – Fruits and Vegetable Inspector Supervisor-1

Fruits and Vegetable Inspector Supervisor 12

The employee serves a first-line supervisor with responsibility for coordinating, reviewing, and participating in the work of subordinate inspectors.

Position Code Title – Fruits and Vegetable Inspector Supervisor-2

Fruits and Vegetable Inspector Supervisor 13

The employee serves as a second-line supervisor, supervising subordinate inspectors through lower level supervisors.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinates.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

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Recommends and/or implements changes in methods and procedures related to inspections and grading processes.

Explains, both verbally and in writing, the U.S. Department of Agriculture grading standards and related regulations to inspectors and representatives of the fruit and vegetable industries.

Examines commodity samples submitted by inspectors for laboratory analysis.

Reviews appeals of inspection grades and issues revisions, if warranted.

Performs related work appropriate to the classification as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Considerable knowledge is required at the 12-level and thorough knowledge is required at the 13-level.

Knowledge of the federal grading standards and related rules and regulations.

Knowledge of the methods of growing, harvesting, packing, storing, and marketing of fruits and vegetables.

Knowledge of fruits and vegetables inspection techniques and practices.

Knowledge of training and supervisory techniques.

Knowledge of employee policies and procedures.

Ability to instruct, supervise, and evaluate employees.

Ability to interpret and apply standards, rules, and regulations relative to the work.

Ability to observe critically, obtain accurate data, and prepare reports.

Ability to communicate effectively, both orally and in writing.

Ability to meet and deal effectively with people.

Working Conditions

Work is performed in warehouses, terminals, processing plants, and other inspection stations.

Some jobs require an employee to tolerate extremes in temperature.

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Some jobs require an employee to operate a motor vehicle.

Some jobs require that the employee may be exposed to heat, cold, dust, dirt, odor, and dampness.

Considerable travel by automobile is required.

Physical Requirements

Some jobs require an employee to lift and carry heavy loads for extended periods.

Education

Educational level typically acquired through completion of high school.

Experience

Fruits and Vegetable Inspector Supervisor 12

Two years of experience as a year-round fruits and vegetable inspector equivalent in responsibility to a Fruits and Vegetable Inspector E10.

Fruits and Vegetable Inspector Supervisor 13

Four years of experience as a fruits and vegetable inspector equivalent in responsibility to a Fruits and Vegetable Inspector E10.

OR

One year of supervisory fruits and vegetable inspector experience equivalent in responsibility to a Fruits and Vegetable Inspector Supervisor 12.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

FRUVEGSPV

Job Code Description

Fruits and Vegetable Inspector Supervisor

Position Title

Fruits and Vegetable Inspector Supervisor-1

Fruits and Vegetable Inspector Supervisor-2

Position Code

FRUTSPV1

FRUTSPV2

Pay Schedule

NERE-054

NERE-056

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ECP Group 3
Revised 12/11/00
GIH/VLWT/MP/VT